

Office Memorandum **SECRET** **CONFIDENTIAL** UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 15 August 1956

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report #32
9 August through 15 August 1956

1. SIGNIFICANT ITEMS - None.

2. OTHER ACTIVITIES

a. Clerical Training

(1) During the week of 6 August there were 73 people in Clerical Induction Training and 46 people in Clerical Orientation.

(2) The results of the official Agency tests administered by Clerical Induction for the week of 6 August were as follows: Of 12 people tested in shorthand, 4 qualified; of 22 people tested in typing, 12 qualified.

(3) [redacted] attended The Gregg Methods Conference for Business Teachers in Chicago during the week of 6 August.

b. Orientation and Briefing

(1) Effective 1 September Mr. [redacted] will replace Mr. [redacted], who has been Chief, Orientation and Briefing, and who is leaving the Agency.

(2) The 17th Dependents' Briefing was conducted on 6 and 7 August for 16 people.

(3) On Thursday, 9 August, the CIA Introduction Program was conducted for 93 people.

(4) Preliminary arrangements have been made for the Departmental Briefing to be held on 28 August.

c. Visual Aids Staff

The weekly activities report of the Visual Aids Staff is attached.

d. Instructor Training

Nothing to report.

25 YEAR RE-REVIEW

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e. Reading Improvement

(1) The OCR Scanning Techniques Course began on Monday, 13 August, with 6 students enrolled. These students are supervisors and section chiefs from OCR.

(2) Nine students completed Reading Improvement Course #30 on Friday, 10 August.

f. Intelligence Training

Intelligence Techniques Course #1 is now in its third week. To date the course has gone very well, and the students have shown great interest and have turned in a high standard of performance.

g. Management Training

Basic Supervision #22, an extra presentation of the course, ended on Friday, 10 August. This was the run of Basic Supervision geared particularly for the senior analyst or technician with responsibility for substantive as well as supervisory duties. Three of the 16 members were outside of DDI—one from FE/PP, one from Security, one from Commo—and the rest represented the DDI Offices as follows: 3 from OCI, 2 from OSI, 3 from ORR, 3 from OO/FDD, 2 from OCR. OSI agreed with our recommendation that one man from OSI who was able to attend only 2 days during the first week drop the course and return another time.

h. Administrative Training

25X1 (1) A request for special cable training for senior PP Staff secretaries was received by phone from Mr. [REDACTED]. We suggested to him that half of the people could audit the cable coverage in the Administrative Procedures beginning 10 September and a special session of about four hours could be set up for the remainder.

25X1 (2) Mr. [REDACTED] the Training Officer of OSI, requested that we brief Mr. [REDACTED] on the instruction given on cables and dispatches. This opens the possibility of running special cable and dispatch sessions for the DDI.

25X1

i. Intelligence Orientation

25X1 (1) The Director of Training approved a proposal to invite selected individuals from various IAC agencies to view the Intelligence Products Exhibit. Mr. [REDACTED] has undertaken the necessary preliminary coordination within OTR and with DDI Offices.

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25X1 (2) A meeting of the Intelligence Orientation staff (Introduction
to Intelligence) was held on 9 August. The major topics discussed
25X1 were several proposals by [] DDP Training Officer. One of
25X1 these, a proposal to create a special study course for DDP "old timers"
who could not pass the waiver test, was also discussed by [] with
Messrs. [] of the School of International
Communism.

25X1 (3) On 13 August [] met with [] to arrange
for continuing the presentation on report writing in the training
course given by the Office of Security to its investigators.

(4) The Registrar reported that as of 13 August, 122 enrollments
for Intelligence Orientation #1 have been received.

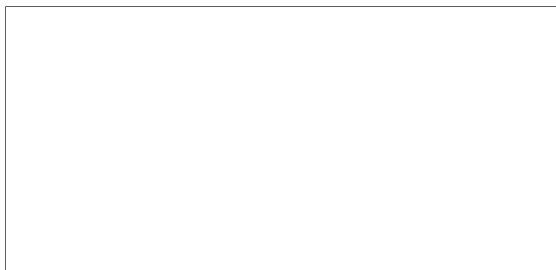
25X1 (5) [] visited [] 13 August to listen to coverage
given the Clandestine Services Planning System.

3. PERSONNEL NOTES

25X1 a. [] is on annual leave for one week.

25X1 b. [] has returned from her temporary assignment
with RI and is now on annual leave for one week.

25X1 c. [] is an annual leave for two weeks. He will
25X1 be back on 27 August.



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